



**CORRECTIONAL BUSINESS MANAGER 1, DEPARTMENT OF  
CORRECTIONS (DOC)  
CORRECTIONAL BUSINESS MANAGER 2, DEPARTMENT OF  
CORRECTIONS (DOC)**

Department of Corrections and Rehabilitation

Multi-Departmental Promotional Examination  
Examination Code: 0CE07-01 and 0CE07-02  
Final Filing Date: December 11, 2020

**EQUAL OPPORTUNITY EMPLOYER**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

**TESTING DEPARTMENTS**

California Department of Corrections and Rehabilitation (CDCR)  
California Correctional Health Care Services (CCHCS)

**Excluding:**

California Prison Industry Authority (CALPIA)

**CLASSIFICATION DETAILS**

**Salary Range:**

Correctional Business Manager 1, Department of Corrections  
\$6,854.00 - \$8,516.00 per month

Correctional Business Manager 2, Department of Corrections  
\$8,332.00 - \$9,458.00 per month

View the [classification specification](#) for the Correctional Business Manager 1, DOC classification.

View the [classification specification](#) for the Correctional Business Manager 2, DOC classification.

**WHO SHOULD APPLY**

**COMPETITION LIMITED TO STATE EMPLOYEES**

Applicants must have a permanent civil service appointment with one of the departments listed OR must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; OR 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; OR 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

**NOTE:** Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military.

**HOW TO APPLY**

All applicants must complete and submit an [Examination Application \(STD. 678\)](#) **and** Qualifications Assessment.

By mail to:

**Department of Corrections and Rehabilitation  
Office of Workforce Planning  
P.O. Box 942883  
Sacramento, CA 94283-0001**

**CORRECTIONAL BUSINESS MANAGER 1, DOC**  
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Or in person at:

**Department of Corrections and Rehabilitation**  
**1515 S Street**  
**Sacramento, CA 95811-7243**  
**Attn: Office of Workforce Planning, 211 S**

If you are personally delivering your application, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, excluding holidays, on or before the final filing date, to the street address listed above.

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. If an application is received after the final filing date with a late or missing postmark, the application is considered late. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked if applying by way of U.S. mail or contains proof of timely deposit with a parcel delivery or courier service. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered Postmark dates for the purpose of determining timely filing of an application.

Qualifications Assessments for Correctional Business Manager 1, DOC and Correctional Business Manager 2, DOC are available from the CDCR website at: [Correctional Business Manager 1, DOC](#) and [Correctional Business Manager 2, DOC](#) or in person at the street address listed above.

**NOTE:** Only applications with an original signature will be accepted.

If you meet the entrance requirements for Correctional Business Manager 1, Department of Corrections and Correctional Business Manager 2, Department of Corrections, you may file for one or more examination(s) on a single application. However, you must list the examination title(s) of each examination for which you wish to file. You will only be considered for acceptance into the examination(s) that you have listed on your application.

**SPECIAL TESTING ARRANGEMENTS**

If you require special testing arrangements due to a verified disability or medical condition, mark the appropriate box on your Examination Application (STD. 678) and you will be contacted to make specific arrangements. You may also contact the Office of Workforce Planning at (916) 322-2545.

**APPLICATION DEADLINES/REQUIREMENTS**

**December 11, 2020**, is the final filing date. Examination Applications **and** Qualifications Assessments postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the minimum qualifications for this examination by the final filing date.

**MINIMUM QUALIFICATIONS**

**CORRECTIONAL BUSINESS MANAGER 1, DEPARTMENT OF CORRECTIONS**

**Either 1**

**Experience:** One year of experience in the California Department of Corrections and Rehabilitation in an institutional business services setting performing supervisory duties in a class comparable to Senior Accounting Officer (Supervisor). **or**

One year of experience in the California state service performing the duties of a Business Manager 1 in an institutional setting. **or**

Two years of experience in the California state service performing duties in a class at a level of responsibility equivalent to Senior Accounting Officer (Supervisor) involving responsibility in major business or administrative services functions.

**Or 2**

**Experience:** Three years of experience in managing the business services of a 24-hour facility, such as a correctional institution, hospital or resident school, or assisting in managing such activities in a large facility. [Experience in the California state service applied toward this requirement must involve performance of duties equivalent in level of responsibility to Senior Accounting Officer (Supervisor).] **or**

Three years of experience in managing the business services of a school or special district or a local governmental jurisdiction such as a city or county. [Experience in the California state service applied toward this requirement must involve performance of duties equivalent in level of responsibility to Senior Accounting Officer (Supervisor).] **and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**CORRECTIONAL BUSINESS MANAGER 2, DEPARTMENT OF CORRECTIONS**

**Either 1**

**Experience:** One year of experience in the California Department of Corrections and Rehabilitation in an institutional business services setting performing the duties of a Business Manager 2; Correctional Business Manager 1, Department of Corrections; Correctional Plant Manager 2, Department of Corrections; or Correctional Food Manager 2, Department of Corrections. **or**

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Two years of experience in the California Department of Corrections and Rehabilitation in an institutional business services setting performing the duties of a Correctional Plant Manager 1, Department of Corrections; Correctional Food Manager 1, Department of Corrections; or Fire Chief (Correctional Facility). **or**

Two years of experience in the California state service in a class at a level of responsibility comparable to Staff Services Manager 2, performing duties involving responsibility in a major business or administrative services function. **or**

Three years of experience in the California state service in a class at a level of responsibility equivalent to Staff Services Manager 1, performing duties involving responsibility in a major business or administrative services function.

**Or 2**

**Experience:** Four years of increasingly responsible administrative or management experience which has included substantial participation in policy development or program direction in business management in a 24-hour facility, such as a large correctional institution, hospital, or resident school. (Experience in the California state service applied toward this requirement must be in a class at least equivalent in level to Staff Services Manager 1.) **or**

Four years of increasingly responsible administrative or management experience managing the business services of a school or special district or a local governmental jurisdiction, such as a city or county. (Experience in the California state service applied toward this requirement must be in a class at least equivalent in level to Staff Services Manager 1.) **and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**NOTE:** Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four-year Bachelor's degree. When education and/or specific course work is required, provide a copy of unofficial transcripts along with your application.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" 1, "or" 2, "or" 3, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern 1, and additional experience amounting to 50% of the required time of Pattern 2, may be admitted to an examination as meeting 100% of the overall experience requirement.

**OUT-OF-CLASS EXPERIENCE:** A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

**SPECIAL PERSONAL CHARACTERISTICS**

Leadership ability; tact; emotional maturity and stability; and objective understanding of the problems of correctional institution inmates.

**SPECIAL PHYSICAL CHARACTERISTICS**

Persons appointed to positions in these classes must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or inmates.

**POSITION DESCRIPTION AND LOCATION(S)**

A **Correctional Business Manager 1, Department of Corrections**, is the first full supervisory level in the series. Under direction, incumbents typically supervise a minimum of 50 civil service staff and 50 inmate staff. As the second level manager in the Business Services Program in facilities of average complexity, incumbents may supervise a combination of traditional staff services and operational institutional business services functions.

In these capacities, incumbents will have full management responsibility for the assigned areas; plan, organize, direct, and evaluate subordinate staff; represent the institution on assigned issues; meet with inmates on business services matters; confer with other institutional and headquarters' management staff on business management policies, procedures, and associated issues; and prepare related correspondence and reports.

A **Correctional Business Manager 2, Department of Corrections**, is the second full supervisory level in the series. Typically, incumbents have supervisory responsibility for a minimum of 100 civil service staff and a minimum of 300 inmate staff. Under direction, incumbents perform as one of two second level managers in the Business Services Program in the most complex facilities. Incumbents typically plan, organize, direct, and evaluate staff engaged in Fire/Safety Services, sanitation, hazardous materials management, maintenance, operation, repair and construction of the physical plant, and Inmate Hobby and Food Preparation and Service. Staff in these areas represent approximately 2/3 of the total business services staff, and the great majority of inmate staff assigned to the business services functions. Responsibilities are primarily related to the operation of the facility itself, therefore issues are more sensitive and complex as these services are provided within the prison security area and are subject to inmate control/disciplinary actions taken in response to disturbances and other inmate custody issues.

The traditional staff services functions in these facilities (Personnel, Fiscal, Procurement, Accounting, and Data Processing) typically report to a Business Manager II. In this capacity, incumbents will have full management responsibility for the assigned areas; plan, organize, direct, and evaluate subordinate staff; represent the institution on assigned issues; meet with inmates on business services matters; confer with other institutional and headquarters management staff on business management policies, procedures, and associated issues; and prepare related correspondence and reports.

Positions exist statewide with CDCR.

**EXAMINATION PLAN**

**EXAMINATION INTERVIEWS WILL NOT BE HELD.** This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70.00% on the Qualifications Assessment.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the minimum qualifications will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

**Qualifications Assessment -- Weighted 100.00%**

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

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**Knowledge of:**

1. Principles of public and business administration.
2. Principles, practices, and problems involved in managing the business services of a correctional facility of average complexity, including budgeting and accounting, data processing, contract management, personnel, health and safety and labor relations, food preparation and service, procurement, and supply and warehousing operations.
3. Fire protection and security services, equipment repair and replacement, including garage operations.
4. Clothing issue, replacement, and linen exchange operations.
5. Inmate hobby and canteen operations.
6. Principles, practices, and techniques of personnel management, employee supervision, and training.
7. Principles of budget preparation and control.
8. Principles of accounting.
9. Supervisor's responsibility for promoting equal opportunity in hiring, employee development, and promotion and for maintaining a work environment that is free of discrimination and harassment.

**Ability to:**

1. Effectively apply the principles of public and business administration and budgeting.
2. Accounting contract management, personnel management, and supervision.
3. Plan, direct, organize, manage, and integrate maintenance and operation of the business services functions with other institutional programs in a correctional facility of average complexity.
4. Anticipate needs and estimate requirements for materials, supplies, and equipment necessary to effectively maintain the physical facility, maintain adequate support for institutional staff, and serve the inmate population.
5. Secure and maintain the respect and cooperation of institution staff, officials, and inmates.
6. Effectively respond to situations involving control of inmates and/or the protection of personal and real property.
7. Reason logically and creatively and use a variety of analytical and managerial techniques to resolve complex problems.
8. Analyze situations accurately.
9. Develop and evaluate alternatives and adopt an effective course of action.
10. Analyze data and present ideas and information effectively both orally and in writing.
11. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

**CORRECTIONAL BUSINESS MANAGER 2, DEPARTMENT OF CORRECTIONS**

**Knowledge of:**

1. Principles of public and business administration.
2. Principles, practices, and problems involved in managing the business services of a correctional facility of average complexity, including budgeting and accounting, data processing, contract management, personnel, health and safety and labor relations, food preparation and service, procurement, and supply and warehousing operations.
3. Fire protection and security services, equipment repair and replacement, including garage operations.
4. Clothing issue, replacement, and linen exchange operations.
5. Inmate hobby and canteen operations.
6. Principles, practices, and techniques of personnel management, employee supervision, and training.
7. Principles of budget preparation and control.
8. Principles of accounting.
9. Supervisor's responsibility for promoting equal opportunity in hiring, employee development, and promotion and for maintaining a work environment that is free of discrimination and harassment.

- 10. Principles, practices, and techniques involved in the business management of a large, complex correctional institution.
- 11. Maintenance, operation, repair, sanitation, hazardous materials management, and renovation of existing correctional facilities.
- 12. Design of proposed construction projects.
- 13. Preparation of proposals for equipment requests, major and minor capitol outlay, and special repair/maintenance projects.

**Ability to:**

- 1. Effectively apply the principles of public and business administration and budgeting.
- 2. Accounting contract management, personnel management, and supervision.
- 3. Plan, direct, organize, manage, and integrate maintenance and operation of the business services functions with other institutional programs in a correctional facility of average complexity.
- 4. Anticipate needs and estimate requirements for materials, supplies, and equipment necessary to effectively maintain the physical facility, maintain adequate support for institutional staff, and serve the inmate population.
- 5. Secure and maintain the respect and cooperation of institution staff, officials, and inmates.
- 6. Effectively respond to situations involving control of inmates and/or the protection of personal and real property.
- 7. Reason logically and creatively and use a variety of analytical and managerial techniques to resolve complex problems.
- 8. Analyze situations accurately.
- 9. Develop and evaluate alternatives and adopt an effective course of action.
- 10. Analyze data and present ideas and information effectively both orally and in writing.
- 11. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
- 12. Effectively plan, direct, organize, manage, and integrate maintenance and operation of the business services function with other institutional programs in a large, complex correctional facility.

The Job Analysis identifies job duties and job requirements for the classification and may be referenced in preparing for the examination. The Job Analysis for the Correctional Business Manager 1, Department of Corrections and/or Correctional Business Manager 2, Department of Corrections is available on the CDCR website at: [CDCR Job Analysis](#).

**Note:** To ensure a fair and equitable opportunity for all competitors, CDCR does not authorize the gathering of informal study groups or the distribution of informal sample test questions to prepare for examinations. Additionally, pursuant to California Government Code Sections 19680 and 19681, candidates are not to obtain or discuss test questions and/or answers from current or prior examinations to prepare for upcoming examinations.

**ELIGIBLE LIST INFORMATION**

A multi-departmental promotional eligible list will be established to fill vacancies for all participating departments.

Successful candidates that gain list eligibility will only retain that eligibility until a new Correctional Business Manager 1, Department of Corrections and/or Correctional Business Manager 2, Department of Corrections examination is given. Additionally, eligibility may be abolished after 12 months of establishment, with no further notice to the eligible. For future examinations, visit [CalCareer Website](#).

For each classification listed above, a separate eligible list will be established.

**VETERANS' PREFERENCE/CAREER CREDITS**

Veterans' Preference and career credits are not granted in promotional examinations.

**DIVERSITY AND INCLUSION**

The California Department of Corrections and Rehabilitation and the California Correctional Health Care Services are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of cultural backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.

**DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**GENERAL INFORMATION**

**It is the candidate's responsibility** to contact CDCR's Office of Workforce Planning at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

**Applications are available** at CDCR, California Department of Human Resources (CalHR), local offices of the Employment Development Department, and through your [CalCareer Account](#).

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

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**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, investigation may be made of employment records and personal history.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**  
**OFFICE OF WORKFORCE PLANNING**  
**EXAMINATION SERVICES UNIT**

**1515 S STREET, SACRAMENTO, CA 95811**

**EMAIL: [ExamHelpDesk@cdcr.ca.gov](mailto:ExamHelpDesk@cdcr.ca.gov)**

**PHONE: (916) 322-2545**

**Telecommunications Relay Service: 711**

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